Background Check Instructions

1. Make sure all designated boxes on the fingerprint card are filled-in. Information must be typed or clearly printed in black ink. The Connecticut Department of Emergency Services and Public Protection (DESPP) will not accept cards that have been folded, incomplete and/or are illegible. They will be returned to the sender along with the payment.

2. Fingerprints can be taken at:
   - Local Police Departments
   - State Police Barracks
   - CT Department of Emergency Services and Public Protection
     1111 Country Club Road
     Middletown, CT 06457
     Phone: (860) 685-8270

   It is recommended that you call your local department first for days/times that fingerprints are taken. Please note that some local departments charge a fee.

   Please ensure that each applicant receives a copy of the enclosed notices before obtaining fingerprints: “Agency Privacy Requirements for Noncriminal Justice Applicants,” “Noncriminal Justice Applicant’s Privacy Rights,” and “Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement.”

3. A check or money order for $14.75 must accompany each fingerprint card, payable to “TREASURER, STATE OF CONNECTICUT”. The check must be written exactly as shown below. If the check is made out incorrectly, it will not be accepted. This delays the background check process. If a check has been returned for an incorrect amount, do not cross out the information, a new check must be submitted. Altered checks are not accepted. CASH IS NOT ACCEPTED.

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Jane Doe/John Doe
Address
Town, CT
Date MO/DA/YR

Pay to the Order of TREASURER, STATE OF CONNECTICUT .......... $ 14.75
Fourteen dollars and 75 cents .......................... DOLLARS

MEMO ________________________________  Jane Doe
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4. State Applicant Fingerprint Card (Green)
   - Fingerprints must be taken on a green card, stamped “Office of Early Childhood”.
   - Cards from other agencies are not accepted.
   - Fill in all boxes marked with "1's" in them.
   - DO NOT sign the card until you are in the presence of the officer fingerprinting you.
   - Fill in the boxes that have "2's" only after your fingerprints are completed.
• Leave blank all fields that do not have a number in them.

5. **DCF Release Form**

• **Separate forms** must be filled out for each household member over the age of 16 or for every employee.
• Indicate the type of facility (if an employee will be working for the same operator, but at more than one location-list all locations/license numbers)
• If the facility is not yet licensed, but an application has been submitted- write PENDING in place of the license number.
• List **ALL** children who have **EVER** lived with you- not just current household members.

Please return all background check forms to:

**OFFICE OF EARLY CHILDHOOD**
Legal Division
410 Capitol Ave. MS#12CBR
P.O. Box 340308
Hartford, CT 06134-0308

◆ **The following should be enclosed:**
  ✓ A completed State fingerprint card
  ✓ A completed “Authorization for Release of Information from DCF” form
  ✓ Check or money order for **$14.75** (per applicant); payable to “Treasurer, State of CT”

To re-order applicant fingerprint cards and DCF Release forms please call the Background Check Unit at (800) 282-6063 or (860) 509-8303 or in writing at the address listed above.